



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 10/01/91

SECTION 616	SUBJECT HOLIDAY COMPENSATION AND HOLIDAY DIFFERENTIAL PAY
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HOLIDAY COMPENSATION

Holidays are granted to all regular full time employees who are in an active pay status on the working day prior to the holiday. Each eligible employee will receive time off with pay equal to the recognized number of holiday hours on the holiday or the employee will receive equivalent pay or compensatory time off at a later time.

The following guidelines are used in determining holiday benefits:

1. Only regular full time employees are eligible for holiday time off with pay or for additional compensation for work on a holiday. Part-time and temporary employees are not eligible for holiday benefits.
2. Employees absent without pay on the working day prior to the holiday are not eligible for holiday pay.
3. In the case of an employees who terminates employment and the last day actually worked is the last work day before a holiday, the employee is not eligible for holiday pay unless the holiday is the last day of the pay period and the employee has been on active status for the full pay period.

HOLIDAY DIFFERENTIAL PAY

When an employee who is eligible for overtime compensation is required to work on a recognized holiday, the employee may receive his/her regular holiday pay plus a holiday differential of one and one-half times his/her base hourly rate subject to the following provisions:

1. Employees whose work cycle does not normally require work on holidays may be eligible for holiday differential pay for actual work on a holiday. Assignments for work on a holiday must be approved in advance by the department head or his/her designated representative. Employees failing to report to assigned work on a holiday without just cause will forfeit the holiday pay.
2. The above provision also applies when an employee is required to work on a City recognized holiday which falls on a Saturday or a Sunday. Technically, the City recognizes the preceding Friday or following Monday but an eligible employee will be eligible for holiday differential for any work on both the day the City recognizes and for any work on the actual holiday.

AMENDS/SUPERSEDES SECTION 616-1, 02/01/90	REFERENCES	APPROVAL: 
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3. Employees whose work schedules regularly require holiday coverage are not eligible for holiday differential pay. When such an employee is normally scheduled to work on a holiday, the holiday is considered a regular work day. Employees are however, granted compensatory time off equivalent to the recognized number of holiday hours. Further, should a holiday fall on an employee's scheduled "day off", the employee is granted compensatory time off equivalent to the recognized number of holiday hours. Reference Section 610, Overtime, for compensatory time policies. Pay in lieu of compensatory time off may be granted at the discretion of the department head.

AMENDS/SUPERSEDES SECTION 616, 07/01/88	REFERENCES	APPROVAL: 
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